

# Employee Benefits Survey

## Technical Note

The Employee Benefits Survey (EBS) of the Bureau of Labor Statistics (BLS) covers the incidence and characteristics of employee benefit plans, and is conducted jointly with the Bureau's Employment Cost Index. The two surveys cover all private-sector establishments (except farms and private households) and State and local governments.

The survey covers full- and part-time employees in the 50 States and District of Columbia. However, industrial and establishment size coverage of the EBS varies on a rotating basis. In even-numbered reference years, EBS data are collected for small private establishments (those employing fewer than 100 workers) and State and local governments, regardless of employment size. In odd-numbered years, data are collected for medium and large private establishments (those employing 100 workers or more).

### Occupational groups

Within each surveyed establishment, data are collected for a sample of all occupations in the establishment. The occupations are selected randomly; the probability of any occupation's selection is related to its employment size relative to total employment in the surveyed establishment.

### Benefit areas

BLS requests that surveyed establishments provide data for the sample occupations' work schedules and details of plans in each of the following benefit areas: Paid holidays, vacations, personal leave, funeral leave, military leave, sick leave, jury-duty leave, and paid and unpaid family leave; sickness and accident insurance; long-term disability insurance; medical, dental, and vision care; life insurance; defined benefit pension plans; defined contribution plans; flexible benefit plans; and reimbursement accounts.

Data are also collected on the incidence of the following additional benefits: Severance pay, supplemental unemployment benefits, travel accident insurance, nonproduction cash bonuses, child care, elder care, long-term care insurance, wellness programs, recreation facilities, job-related and nonjob-related educational assistance, employee assistance programs, financial counseling, subsidized commuting, sabbatical leave, stock option plans, stock purchase plans, and cash profit-sharing plans.

### Survey estimation methods

The survey design uses an estimator that assigns the inverse of each surveyed establishment's probability of selection as a weight to its data. Three weight-adjustment factors are applied to the establishment data. The first factor is introduced to account for establishment nonresponse and the second for occupational nonresponse. A third poststratification factor is introduced to adjust the estimated employment totals to actual counts of the employment by industry for the survey reference date.

There are two procedures used to adjust for missing data from responding establishments. First, imputations for the number of plan participants are made for cases in which this number is not reported. Each of these participant values is imputed by selecting a similar plan from another establishment with similar employment in a similar industry. The participation rate from this selected plan is then used to approximate the number of participants for the plan that is missing a participation value.

Second, imputations for plan provisions are made when they are not available because of an establishment's partial response. These plan provisions are imputed by selecting provisions from a plan from another establishment with similar characteristics.

### Regular publications

Estimates from the Employee Benefit Survey are published in three bulletins: *Employee Benefits in Small Private Establishments*, *Employee Benefits in Medium and Large Private Establishments*, and *Employee Benefits in State and Local Governments*.

To meet the needs of data users interested in specific benefit topics, EBS data are used to prepare three series of short publications: *Understanding Employee Benefits* is a popularly written series of flyers covering benefits. *Employee Benefits Briefs* are one-page highlights of benefits topics. *Issues in Labor Statistics* is a series of BLS occasional reports that presents information of current interest.

More information may be obtained by writing the Employee Benefits Survey, Bureau of Labor Statistics, 2 Massachusetts Avenue, NE., Room 4160, Washington, DC 20212-0001. Public information is also available by telephone at (202) 606-6222. World Wide Web access: <http://statsts.bls.gov>

**Table B1. Percent of employees participating in selected leave benefits by private and public sectors and full-time and part-time status, 1993-94**

Employee leave benefits	All employees	Private sector employees	Public sector employees	Full-time employees	Part-time employees
<b>Paid:</b>					
Holidays .....	73	75	68	84	32
Vacations .....	77	80	60	88	37
Personal leave .....	18	14	35	20	8
Funeral leave .....	56	56	58	64	24
Jury duty leave .....	67	63	88	76	34
Military leave .....	33	27	69	40	9
Sick leave .....	53	47	87	63	17
Family leave .....	2	2	4	3	1
<b>Unpaid:</b>					
Family leave .....	54	48	89	60	34

**Table B2. Average<sup>1</sup> number of days provided each year<sup>2</sup> for full-time participants in selected leave plans by private and public sectors, 1993-94**

Employee leave benefits	All employees	Public sector employees	Private sector employees	Medium and large private establishment employees	Small private establishment employees
<b>Paid:</b>					
Holidays .....	9.2	11.5	8.8	10.2	7.5
Vacations by minimum length of service requirement					
After 1 year .....	9.0	12.3	8.6	9.4	7.8
After 10 years .....	15.3	18.3	14.9	16.6	13.4
After 15 years .....	16.9	20.3	16.4	18.8	14.3
After 20 years .....	18.0	21.9	17.4	20.4	14.8
Personal leave .....	2.9	3.0	2.9	3.1	2.6
Funeral leave .....	3.2	3.7	3.0	3.0	3.1
Military leave .....	13.7	14.0	13.5	14.0	12.0
<b>Unpaid:</b>					
Family leave .....	95.2	139.5	79.8	93.3	66.0

<sup>1</sup> The average is presented for all covered workers; averages exclude workers without the provision.

<sup>2</sup> Averages relate to annual provisions for all leave items except for funeral leave, where leave is provided per occurrence.

**Table B3. Percent of full-time employees receiving paid holidays by number of holidays provided each year, medium and large private establishments, 1993**

Number of days	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Number with paid holidays (in thousands) .....	26,271	6,930	6,820	12,522
Total with paid holidays .....	100	100	100	100
Under 5 days .....	1	( <sup>1</sup> )	1	2
5 days .....	2	1	2	2
5.1 - 5.9 days .....	( <sup>1</sup> )	( <sup>1</sup> )	( <sup>1</sup> )	-
6 days .....	11	8	15	11
6.1 - 6.9 days .....	( <sup>1</sup> )	( <sup>1</sup> )	( <sup>1</sup> )	( <sup>1</sup> )
7 days .....	8	6	9	8
7.1 - 7.9 days .....	( <sup>1</sup> )	( <sup>1</sup> )	( <sup>1</sup> )	( <sup>1</sup> )
8 days .....	12	11	13	12
8.1 - 8.9 days .....	( <sup>1</sup> )	( <sup>1</sup> )	( <sup>1</sup> )	( <sup>1</sup> )
9 days .....	11	10	12	11
9.1 - 9.9 days .....	( <sup>1</sup> )	( <sup>1</sup> )	1	( <sup>1</sup> )
10 days .....	21	23	20	21
10.1 - 10.9 days .....	1	1	2	1
11 days .....	16	21	14	14
11.1 - 11.9 days .....	( <sup>1</sup> )	( <sup>1</sup> )	1	( <sup>1</sup> )
12 days .....	7	9	6	5
12.1 - 12.9 days .....	1	1	( <sup>1</sup> )	( <sup>1</sup> )
13 days .....	4	4	2	3
Over 13 days .....	4	2	2	6
Number of days not available ....	( <sup>1</sup> )	( <sup>1</sup> )	( <sup>1</sup> )	1

<sup>1</sup> Less than 0.5 percent.

NOTE: Because of rounding, sums of individual

items may not equal totals. Dash indicates no employees in this category.

**Table B4. Percent of full-time employees receiving paid holidays by number of holidays provided each year, small private establishments, 1994**

Holiday policy	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Number with paid holidays (in thousands) .....	29,555	5,978	10,314	13,263
Total with paid holidays .....	100	100	100	100
Under 5 days .....	7	2	5	11
5 days .....	5	3	6	6
5.1 - 5.9 days .....	( <sup>1</sup> )	( <sup>1</sup> )	( <sup>1</sup> )	( <sup>1</sup> )
6 days .....	26	18	27	28
6.1 - 6.9 days .....	1	1	1	1
7 days .....	16	16	14	18
7.1 - 7.9 days .....	1	2	1	1
8 days .....	10	12	11	8
8.1 - 8.9 days .....	1	1	1	( <sup>1</sup> )
9 days .....	8	12	10	5
9.1 - 9.9 days .....	1	2	1	1
10 days .....	10	13	9	8
10.1 - 10.9 days .....	1	1	( <sup>1</sup> )	( <sup>1</sup> )
11 days .....	8	9	8	7
11.1 - 11.9 days .....	1	1	1	( <sup>1</sup> )
12 days .....	2	2	2	2
12.1 - 12.9 days .....	( <sup>1</sup> )	-	4	-
13 days .....	1	1	1	1
Over 13 days .....	1	3	1	1
Number of days not available ....	1	( <sup>1</sup> )	( <sup>1</sup> )	1

<sup>1</sup> Less than 0.5 percent.

NOTE: Because of rounding, sums of individual

items may not equal totals. Dash indicates no employees in this category.

**Table B5. Percent of full-time employees receiving paid holidays by number of holidays provided each year, State and local governments, 1994**

Holiday policy	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Number with paid holidays (in thousands) .....	9,484	4,931	1,125	3,427
Total with paid holidays .....	100	100	100	100
Under 5 days .....	2	1	20	1
5 days .....	1	1	1	1
5.1 - 5.9 days .....	( <sup>1</sup> )	-	( <sup>1</sup> )	-
6 days .....	2	1	10	2
7 days .....	2	1	4	3
7.1 - 7.9 days .....	( <sup>1</sup> )	( <sup>1</sup> )	( <sup>1</sup> )	( <sup>1</sup> )
8 days .....	2	3	3	2
8.1 - 8.9 days .....	1	1	1	( <sup>1</sup> )
9 days .....	6	7	2	6
9.1 - 9.9 days .....	( <sup>1</sup> )	( <sup>1</sup> )	-	( <sup>1</sup> )
10 days .....	18	17	15	21
10.1 - 10.9 days .....	1	1	3	1
11 days .....	17	19	5	18
11.1 - 11.9 days .....	2	3	1	1
12 days .....	16	19	3	17
12.1 - 12.9 days .....	2	2	1	2
13 days .....	13	12	5	17
Over 13 days .....	14	12	35	10
Number of days not available ....	( <sup>1</sup> )	( <sup>1</sup> )	( <sup>1</sup> )	-

<sup>1</sup> Less than 0.5 percent.

NOTE: Because of rounding, sums of individual

items may not equal totals. Dash indicates no employees in this category.

**Table B6. Percent of full-time employees receiving paid vacations by number of days provided for selected periods of service, medium and large private establishments, 1993**

Vacation policy	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Number with paid vacations (in thousands) .....	27,829	7,477	7,206	13,146
Total with paid vacations <sup>1</sup> .....	100	100	100	100
Vacation days by minimum length-of-service requirement <sup>2</sup>				
After 1 year of service:				
Under 5 days .....	1	( <sup>3</sup> )	( <sup>3</sup> )	1
5 days .....	32	7	25	50
Over 5 and under 10 days ....	1	1	1	2
10 days .....	51	63	62	39
Over 10 and under 15 days ..	2	4	3	1
15 days .....	5	9	2	3
Over 15 and under 20 days ..	2	3	2	1
20 days .....	2	5	1	( <sup>3</sup> )
Over 20 and under 25 days ..	2	4	2	1
25 days .....	1	1	1	( <sup>3</sup> )
Over 25 and under 30 days ..	1	1	1	( <sup>3</sup> )
30 days .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
Over 30 days .....	( <sup>3</sup> )	1	( <sup>3</sup> )	( <sup>3</sup> )
After 3 years of service:				
Under 5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	1
5 days .....	4	1	2	8
Over 5 and under 10 days ....	2	1	1	4
10 days .....	72	62	79	73
Over 10 and under 15 days ..	5	6	4	5
15 days .....	8	12	6	6
Over 15 and under 20 days ..	2	4	2	1
20 days .....	2	6	2	1
Over 20 and under 25 days ..	2	3	1	1
25 days .....	( <sup>3</sup> )	1	( <sup>3</sup> )	( <sup>3</sup> )
Over 25 and under 30 days ..	1	2	1	( <sup>3</sup> )
30 days .....	( <sup>3</sup> )	1	( <sup>3</sup> )	( <sup>3</sup> )
Over 30 days .....	1	1	1	( <sup>3</sup> )
After 5 years of service:				
Under 5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
5 days .....	2	( <sup>3</sup> )	1	3
Over 5 and under 10 days ....	1	( <sup>3</sup> )	( <sup>3</sup> )	1
10 days .....	39	21	34	51
Over 10 and under 15 days ..	6	9	6	5
15 days .....	40	46	47	33
Over 15 and under 20 days ..	2	3	3	2
20 days .....	4	10	3	2
Over 20 and under 25 days ..	2	4	2	1
25 days .....	1	2	( <sup>3</sup> )	( <sup>3</sup> )
Over 25 and under 30 days ..	1	3	1	( <sup>3</sup> )

See footnotes at end of table.

**Table B6. Percent of full-time employees receiving paid vacations by number of days provided for selected periods of service, medium and large private establishments, 1993 — Continued**

Vacation policy	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
<b>Vacation days by minimum length-of-service requirement<sup>2</sup></b>				
<b>After 5 years of service:</b>				
30 days .....	( <sup>3</sup> )	1	( <sup>3</sup> )	( <sup>3</sup> )
Over 30 days .....	1	3	2	1
<b>After 10 years of service:</b>				
Under 5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
5 days .....	1	( <sup>3</sup> )	1	2
Over 5 and under 10 days ....	( <sup>3</sup> )	-	( <sup>3</sup> )	( <sup>3</sup> )
10 days .....	7	3	5	10
Over 10 and under 15 days ..	2	1	1	4
15 days .....	56	46	60	60
Over 15 and under 20 days ..	5	5	4	5
20 days .....	21	30	22	15
Over 20 and under 25 days ..	2	4	3	1
25 days .....	1	2	1	( <sup>3</sup> )
Over 25 and under 30 days ..	1	3	1	1
30 days .....	( <sup>3</sup> )	1	( <sup>3</sup> )	( <sup>3</sup> )
Over 30 days .....	2	5	2	1
<b>After 15 years of service:</b>				
Under 5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
5 days .....	1	( <sup>3</sup> )	1	2
Over 5 and under 10 days ....	( <sup>3</sup> )	-	( <sup>3</sup> )	( <sup>3</sup> )
10 days .....	4	2	3	6
Over 10 and under 15 days ..	1	( <sup>3</sup> )	( <sup>3</sup> )	1
15 days .....	25	15	21	33
Over 15 and under 20 days ..	4	5	4	3
20 days .....	53	57	60	46
Over 20 and under 25 days ..	3	4	2	2
25 days .....	3	5	3	2
Over 25 and under 30 days ..	2	3	2	1
30 days .....	1	2	( <sup>3</sup> )	( <sup>3</sup> )
Over 30 days .....	3	6	3	1
<b>After 20 years of service:</b>				
Under 5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
5 days .....	1	( <sup>3</sup> )	1	2
Over 5 and under 10 days ....	( <sup>3</sup> )	-	( <sup>3</sup> )	( <sup>3</sup> )
10 days .....	4	2	3	6
Over 10 and under 15 days ..	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	1
15 days .....	14	7	13	18
Over 15 and under 20 days ..	1	1	1	1
20 days .....	50	51	56	46
Over 20 and under 25 days ..	4	5	3	3
25 days .....	18	21	16	18
Over 25 and under 30 days ..	2	4	3	1

See footnotes at end of table.

**Table B6. Percent of full-time employees receiving paid vacations by number of days provided for selected periods of service, medium and large private establishments, 1993 — Continued**

Vacation policy	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Vacation days by minimum length-of-service requirement <sup>2</sup>				
After 20 years of service:				
30 days .....	1	1	( <sup>3</sup> )	1
Over 30 days .....	3	7	3	2
After 25 years of service:				
Under 5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
5 days .....	1	( <sup>3</sup> )	1	2
Over 5 and under 10 days ....	( <sup>3</sup> )	-	( <sup>3</sup> )	( <sup>3</sup> )
10 days .....	4	2	3	6
Over 10 and under 15 days ..	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
15 days .....	13	7	13	18
Over 15 and under 20 days ..	1	1	( <sup>3</sup> )	1
20 days .....	35	36	39	33
Over 20 and under 25 days ..	2	3	2	2
25 days .....	31	34	31	28
Over 25 and under 30 days ..	3	4	3	2
30 days .....	5	5	4	5
Over 30 days .....	4	8	3	2
After 30 years of service: <sup>4</sup>				
Under 5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
5 days .....	1	( <sup>3</sup> )	1	2
Over 5 and under 10 days ....	( <sup>3</sup> )	-	( <sup>3</sup> )	( <sup>3</sup> )
10 days .....	4	2	3	6
Over 10 and under 15 days ..	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
15 days .....	13	7	13	18
Over 15 and under 20 days ..	1	1	( <sup>3</sup> )	1
20 days .....	34	35	38	32
Over 20 and under 25 days ..	2	3	2	2
25 days .....	27	29	29	24
Over 25 and under 30 days ..	3	4	3	2
30 days .....	9	10	7	9
Over 30 days .....	5	8	4	3

<sup>1</sup> Employees receiving no paid vacations in their early years of service are included in the overall percentage of workers provided paid vacations; however, they are disregarded in computing the distributions by length of service up to the service period at which they become eligible for vacations.

<sup>2</sup> Employees either are granted a specific number of days after completion of the indicated length of service, or accrue days during the next

12-month period. The total number of days are assumed available for use immediately upon completion of the described length-of-service interval.

<sup>3</sup> Less than 0.5 percent.

<sup>4</sup> Provisions were virtually the same after longer years of service.

NOTE: Because of rounding, sums of individual items may not equal totals. Dash indicates no employees in this category.



**Table B7. Percent of full-time employees receiving paid vacations by number of days provided for selected periods of service, small private establishments, 1994**

Vacation policy	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Number with paid vacations (in thousands) .....	31,611	6,075	10,840	14,696
Total with paid vacations <sup>1</sup> .....	100	100	100	100
Vacation days by minimum length-of-service requirements <sup>2</sup>				
After 1 year of service:				
Under 5 days .....	1	1	1	1
5 days .....	50	29	46	62
Over 5 and under 10 days ....	2	2	1	3
10 days .....	36	50	44	25
Over 10 and under 15 days ..	3	6	4	2
15 days .....	2	6	1	1
Over 15 and under 20 days ..	1	1	1	( <sup>3</sup> )
20 days .....	1	2	1	( <sup>3</sup> )
Over 20 days .....	1	3	1	1
After 3 years of service:				
Under 5 days .....	( <sup>3</sup> )	1	( <sup>3</sup> )	( <sup>3</sup> )
5 days .....	15	6	12	22
Over 5 and under 10 days ....	3	3	2	5
10 days .....	66	63	75	61
Over 10 and under 15 days ..	4	7	5	3
15 days .....	6	11	4	5
Over 15 and under 20 days ..	1	2	1	( <sup>3</sup> )
20 days .....	1	3	1	( <sup>3</sup> )
Over 20 days .....	1	4	1	1
After 5 years of service:				
Under 5 days .....	( <sup>3</sup> )	1	( <sup>3</sup> )	( <sup>3</sup> )
5 days .....	11	5	8	15
Over 5 and under 10 days ....	2	3	1	3
10 days .....	50	39	52	53
Over 10 and under 15 days ..	4	5	4	4
15 days .....	27	36	30	22
Over 15 and under 20 days ..	1	2	1	( <sup>3</sup> )
20 days .....	2	4	2	1
Over 20 days .....	2	6	1	1
After 10 years of service:				
Under 5 days .....	( <sup>3</sup> )	1	( <sup>3</sup> )	( <sup>3</sup> )
5 days .....	10	4	8	14
Over 5 and under 10 days ....	1	1	( <sup>3</sup> )	1
10 days .....	26	16	26	30
Over 10 and under 15 days ..	3	4	2	2
15 days .....	44	46	48	40
Over 15 and under 20 days ..	3	4	2	3
20 days .....	10	17	10	6

See footnotes at end of table.

**Table B7. Percent of full-time employees receiving paid vacations by number of days provided for selected periods of service, small private establishments, 1994 — Continued**

Vacation policy	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Vacation days by minimum length-of-service requirements <sup>2</sup>				
After 10 years of service:				
Over 20 days .....	3	8	2	2
After 15 years of service:				
Under 5 days .....	( <sup>3</sup> )	1	( <sup>3</sup> )	( <sup>3</sup> )
5 days .....	10	4	8	14
Over 5 and under 10 days ....	1	1	( <sup>3</sup> )	1
10 days .....	24	15	24	28
Over 10 and under 15 days ..	2	2	2	1
15 days .....	34	38	36	32
Over 15 and under 20 days ..	2	2	2	1
20 days .....	22	28	25	17
Over 20 and under 25 days ..	2	3	1	2
25 days .....	1	2	1	( <sup>3</sup> )
Over 25 days .....	3	6	2	1
After 20 years of service:				
Under 5 days .....	( <sup>3</sup> )	1	( <sup>3</sup> )	( <sup>3</sup> )
5 days .....	10	4	8	14
Over 5 and under 10 days ....	1	1	( <sup>3</sup> )	1
10 days .....	24	14	24	27
Over 10 and under 15 days ..	1	2	2	1
15 days .....	29	32	29	28
Over 15 and under 20 days ..	2	2	2	1
20 days .....	24	29	28	18
Over 20 and under 25 days ..	2	4	1	3
25 days .....	4	5	4	3
Over 25 days .....	6	10	6	4
After 25 years of service:				
Under 5 days .....	( <sup>3</sup> )	1	( <sup>3</sup> )	( <sup>3</sup> )
5 days .....	10	4	8	14
Over 5 and under 10 days ....	1	1	( <sup>3</sup> )	1
10 days .....	24	14	24	27
Over 10 and under 15 days ..	1	2	2	1
15 days .....	29	32	28	27
Over 15 and under 20 days ..	2	2	2	1
20 days .....	21	27	24	16
Over 20 and under 25 days ..	2	3	1	2
25 days .....	7	8	9	5
Over 25 and under 30 days ..	1	1	( <sup>3</sup> )	1
30 days .....	1	2	1	1
Over 30 days .....	1	2	1	1
After 30 years of service: <sup>4</sup>				
Under 5 days .....	( <sup>3</sup> )	1	( <sup>3</sup> )	( <sup>3</sup> )

See footnotes at end of table.

**Table B7. Percent of full-time employees receiving paid vacations by number of days provided for selected periods of service, small private establishments, 1994 — Continued**

Vacation policy	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Vacation days by minimum length-of-service requirements <sup>2</sup>				
After 30 years of service: <sup>4</sup>				
5 days .....	10	4	8	14
Over 5 and under 10 days ....	1	1	( <sup>3</sup> )	1
10 days .....	24	14	24	27
Over 10 and under 15 days ..	1	2	2	1
15 days .....	28	32	28	27
Over 15 and under 20 days ..	2	2	2	1
20 days .....	21	27	24	16
Over 20 and under 25 days ..	2	3	1	2
25 days .....	7	7	9	5
Over 25 and under 30 days ..	( <sup>3</sup> )	1	( <sup>3</sup> )	( <sup>3</sup> )
30 days .....	2	4	1	1
Over 30 days .....	2	2	1	1

<sup>1</sup> Employees receiving no paid vacations in their early years of service are included in the overall percentage of workers provided paid vacations; however, they are disregarded in computing the distributions by length of service up to the service period at which they become eligible for vacations.

<sup>2</sup> Employees either are granted a specific number of days after completion of the indicated length of service, or accrue days during the next

12-month period. The total number of days are assumed available for use immediately upon completion of the described length-of-service interval.

<sup>3</sup> Less than 0.5 percent.

<sup>4</sup> Provisions were virtually the same after longer years of service.

NOTE: Because of rounding, sums of individual items may not equal totals. Dash indicates no employees in this category.

**Table B8. Percent of full-time employees receiving paid vacations by number of days provided for selected periods of service, State and local governments, 1994**

Vacation policy	All employees	White-collar employees, except teachers	Blue-collar and service employees
Number with paid vacations (in thousands) .....	8,504	4,777	3,414
Total with paid vacations <sup>1</sup> .....	100	100	100
Vacation days by minimum length-of-service requirements <sup>2</sup>			
After 1 year of service:			
Under 5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
5 days .....	6	4	9
Over 5 and under 10 days ....	3	3	3
10 days .....	35	29	41
Over 10 and under 15 days ..	34	37	32
15 days .....	9	12	4
Over 15 and under 20 days ..	2	2	1
20 days .....	4	4	4
Over 20 and under 25 days ..	5	5	3
25 days .....	1	( <sup>3</sup> )	1
Over 25 and under 30 days ..	1	1	1
30 days .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
Over 30 days .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
After 3 years of service:			
Under 5 days .....	( <sup>3</sup> )	-	( <sup>3</sup> )
5 days .....	2	2	1
Over 5 and under 10 days ....	1	1	1
10 days .....	32	25	42
Over 10 and under 15 days ..	30	29	29
15 days .....	17	22	10
Over 15 and under 20 days ..	6	7	4
20 days .....	5	6	4
Over 20 and under 25 days ..	5	5	4
25 days .....	1	( <sup>3</sup> )	1
Over 25 and under 30 days ..	2	1	2
30 days .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
Over 30 days .....	( <sup>3</sup> )	1	( <sup>3</sup> )
After 5 years of service:			
5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	1
Over 5 and under 10 days ....	1	1	1
10 days .....	17	13	23
Over 10 and under 15 days ..	17	17	15
15 days .....	31	32	31
Over 15 and under 20 days ..	17	19	15
20 days .....	7	8	5
Over 20 and under 25 days ..	6	7	4
25 days .....	1	( <sup>3</sup> )	1
Over 25 and under 30 days ..	1	1	2
30 days .....	1	1	1

See footnotes at end of table.

**Table B8. Percent of full-time employees receiving paid vacations by number of days provided for selected periods of service, State and local governments, 1994 — Continued**

Vacation policy	All employees	White-collar employees, except teachers	Blue-collar and service employees
Vacation days by minimum length-of-service requirements <sup>2</sup>			
After 5 years of service:			
Over 30 days .....	1	1	1
After 10 years of service:			
Under 5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	1
Over 5 and under 10 days ....	( <sup>3</sup> )	( <sup>3</sup> )	1
10 days .....	4	3	5
Over 10 and under 15 days ..	2	2	3
15 days .....	27	27	31
Over 15 and under 20 days ..	26	30	17
20 days .....	21	20	23
Over 20 and under 25 days ..	10	9	10
25 days .....	3	3	3
Over 25 and under 30 days ..	4	3	4
30 days .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
Over 30 days .....	2	2	2
After 15 years of service:			
Under 5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	1
Over 5 and under 10 days ....	( <sup>3</sup> )	-	( <sup>3</sup> )
10 days .....	3	2	4
Over 10 and under 15 days ..	1	1	1
15 days .....	10	8	13
Over 15 and under 20 days ..	20	21	17
20 days .....	28	29	27
Over 20 and under 25 days ..	23	24	21
25 days .....	4	3	6
Over 25 and under 30 days ..	7	7	7
30 days .....	1	1	1
Over 30 days .....	4	5	2
After 20 years of service:			
Under 5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	1
Over 5 and under 10 days ....	( <sup>3</sup> )	-	( <sup>3</sup> )
10 days .....	3	2	3
Over 10 and under 15 days ..	1	1	1
15 days .....	5	5	6
Over 15 and under 20 days ..	5	6	5
20 days .....	23	23	26
Over 20 and under 25 days ..	34	40	23
25 days .....	12	8	18
Over 25 and under 30 days ..	10	9	13
30 days .....	2	2	1

See footnotes at end of table.

**Table B8. Percent of full-time employees receiving paid vacations by number of days provided for selected periods of service, State and local governments, 1994 — Continued**

Vacation policy	All employees	White-collar employees, except teachers	Blue-collar and service employees
Vacation days by minimum length-of-service requirements <sup>2</sup>			
After 20 years of service:			
Over 30 days .....	4	5	3
After 25 years of service:			
Under 5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	1
Over 5 and under 10 days ....	( <sup>3</sup> )	-	( <sup>3</sup> )
10 days .....	3	2	3
Over 10 and under 15 days ..	1	1	1
15 days .....	5	5	6
Over 15 and under 20 days ..	4	4	4
20 days .....	19	18	21
Over 20 and under 25 days ..	31	35	21
25 days .....	14	13	17
Over 25 and under 30 days ..	13	12	15
30 days .....	5	5	7
Over 30 days .....	4	5	3
After 30 years of service: <sup>4</sup>			
Under 5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	1
Over 5 and under 10 days ....	( <sup>3</sup> )	-	( <sup>3</sup> )
10 days .....	3	2	3
Over 10 and under 15 days ..	1	1	1
15 days .....	5	5	6
Over 15 and under 20 days ..	4	4	4
20 days .....	19	18	21
Over 20 and under 25 days ..	30	34	20
25 days .....	13	12	15
Over 25 and under 30 days ..	14	13	15
30 days .....	7	5	9
Over 30 days .....	4	6	3

<sup>1</sup> Employees receiving no paid vacations in their early years of service are included in the overall percentage of workers provided paid vacations; however, they are disregarded in computing the distributions by length of service up to the service period at which they become eligible for vacations.

<sup>2</sup> Employees either are granted a specific number of days after completion of the indicated length of service, or accrue days during the next 12-month period.

The total number of days are assumed available for use immediately upon completion of the described length-of-service interval.

<sup>3</sup> Less than 0.5 percent.

<sup>4</sup> Provisions were virtually the same after longer years of service.

NOTE: Because of rounding, sums of individual items may not equal totals. Dash indicates no employees in this category.

**Table B9. Percent of full-time employees receiving paid personal leave by number of days provided each year, medium and large private establishments, 1993**

Number of days	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Number with personal paid leave (in thousands) .....	6,090	2,057	2,270	1,764
Total with personal paid leave .....	100	100	100	100
1 day .....	12	13	11	14
2 days .....	32	26	38	31
3 days .....	18	17	18	18
4 days .....	17	17	15	19
5 days .....	9	11	7	9
More than 5 days .....	5	5	5	6
No maximum specified <sup>1</sup> .....	6	10	6	2
Varies by length of service <sup>2</sup> .....	7	4	7	11
Number of days not available ....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
Average days per year <sup>4</sup> .....	3.0	3.0	3.0	3.0

<sup>1</sup> Personal leave provided as needed.

<sup>2</sup> The maximum number of days provided was included in the distribution of personal leave days.

<sup>3</sup> Less than 0.5 percent.

<sup>4</sup> Data are rounded to the nearest day.

NOTE: Because of rounding, sums of individual items may not equal totals.

**Table B10. Percent of full-time employees receiving paid personal leave by number of days provided each year, small private establishments, 1994**

Number of days	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Number with personal paid leave (in thousands) .....	4,557	1,408	1,924	1,225
Total with personal paid leave .....	100	100	100	100
1 day .....	13	11	11	17
2 days .....	37	40	43	27
3 days .....	18	20	16	20
4 days .....	5	4	6	3
5 days .....	9	6	9	12
More than 5 days .....	2	1	3	1
No maximum specified <sup>1</sup> .....	16	18	12	19
Varies by length of service <sup>2</sup> .....	6	4	8	5
Number of days not available ....	( <sup>3</sup> )	-	1	( <sup>3</sup> )
Average days per year .....	2.6	2.5	2.7	2.7

<sup>1</sup> Personal leave provided as needed.

<sup>2</sup> The maximum number of days provided was included in the distribution of personal leave days.

<sup>3</sup> Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals. Dash indicates no employees in this category.

**Table B11. Percent of full-time employees receiving paid personal leave by number of days provided each year, State and local government establishments, 1994**

Number of days	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Number with personal paid leave (in thousands) .....	4,886	1,718	1,990	1,178
Total with personal paid leave .....	100	100	100	100
1 day .....	10	12	9	8
2 days .....	31	21	47	20
3 days .....	31	34	28	31
4 days .....	13	15	5	23
5 days .....	10	15	5	13
More than 5 days .....	3	2	4	4
No maximum specified <sup>1</sup> .....	1	( <sup>2</sup> )	2	1
Varies by length of service <sup>3</sup> .....	7	11	3	7
Number of days not available ....	1	( <sup>2</sup> )	1	( <sup>2</sup> )
Average days per year .....	3.0	3.1	2.8	3.2

<sup>1</sup> Personal leave provided as needed.

<sup>2</sup> Less than 0.5 percent.

<sup>3</sup> The maximum number of days provided was

Included in the distribution of personal leave days.

NOTE: Because of rounding, sums of individual items may not equal totals.



**Table B12. Percent of eligible full-time employees receiving unpaid maternity leave<sup>1</sup> by maximum duration of benefits, medium and large private establishments, 1993**

Duration	All eligible employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Number with unpaid maternity leave (in thousands) .....	17,358	4,871	4,371	8,116
Total with unpaid maternity leave	100	100	100	100
Under 1 month .....	1	1	1	1
1 month .....	1	2	1	( <sup>2</sup> )
Over 1 but under 2 months .....	13	10	11	15
2 months .....	1	1	( <sup>2</sup> )	1
Over 2 but under 3 months .....	36	33	31	40
3 months .....	5	5	5	4
Over 3 but under 4 months .....	3	4	2	2
4 months .....	6	6	9	5
Over 4 but under 5 months .....	12	13	15	9
5 months .....	2	( <sup>2</sup> )	1	4
Over 5 but under 6 months .....	1	1	2	1
6 months .....	8	10	9	6
Over 6 but under 9 months .....	3	3	1	4
9 months .....	( <sup>2</sup> )	( <sup>2</sup> )	1	( <sup>2</sup> )
Over 9 but under 12 months .....	( <sup>2</sup> )	( <sup>2</sup> )	( <sup>2</sup> )	( <sup>2</sup> )
12 months .....	8	8	9	7
Over 12 but under 24 months ...	( <sup>2</sup> )	1	( <sup>2</sup> )	( <sup>2</sup> )
24 months .....	( <sup>2</sup> )	( <sup>2</sup> )	-	( <sup>2</sup> )
Over 24 months .....	1	2	1	( <sup>2</sup> )
Average months .....	4.3	4.9	4.3	3.9

<sup>1</sup> Includes only plans that allowed a fixed number of unpaid leave days.

<sup>2</sup> Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals. Dash indicates no employees in this category.

**Table B13. Percent of eligible full-time employees receiving unpaid paternity leave<sup>1</sup> by maximum duration of benefits, medium and large private establishments, 1993**

Duration	All eligible employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Number with unpaid paternity leave (in thousands) .....	15,111	4,230	3,752	7,129
Total with unpaid paternity leave ..	100	100	100	100
Under 1 month .....	2	1	2	2
1 month .....	1	1	1	( <sup>2</sup> )
Over 1 but under 2 months .....	9	6	9	12
2 months .....	( <sup>2</sup> )	( <sup>2</sup> )	( <sup>2</sup> )	( <sup>2</sup> )
Over 2 but under 3 months .....	40	39	35	44
3 months .....	4	4	4	5
Over 3 but under 4 months .....	3	4	3	2
4 months .....	7	7	10	6
Over 4 but under 5 months .....	12	14	16	9
5 months .....	2	( <sup>2</sup> )	( <sup>2</sup> )	4
Over 5 but under 6 months .....	1	1	2	1
6 months .....	7	9	9	5
Over 6 but under 9 months .....	2	1	1	3
9 months .....	( <sup>2</sup> )	( <sup>2</sup> )	1	( <sup>2</sup> )
Over 9 but under 12 months .....	( <sup>2</sup> )	-	( <sup>2</sup> )	-
12 months .....	8	9	9	6
Over 12 but under 24 months ...	( <sup>2</sup> )	1	( <sup>2</sup> )	( <sup>2</sup> )
24 months .....	( <sup>2</sup> )	( <sup>2</sup> )	-	( <sup>2</sup> )
Over 24 months .....	1	2	1	( <sup>2</sup> )
Average months .....	4.3	5.1	4.3	3.8

<sup>1</sup> Includes only plans that allowed a fixed number of unpaid leave days.

<sup>2</sup> Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals. Dash indicates no employees in this category.

**Table B14. Percent of full-time employees receiving unpaid family leave by duration of benefits, small private establishments, 1994**

Duration	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Number with unpaid family leave (in thousands) .....	17,018	3,515	5,812	7,691
Total with unpaid family leave .....	100	100	100	100
4 weeks and under .....	1	( <sup>1</sup> )	1	1
Over 4 but under 8 weeks .....	4	3	2	5
8 weeks .....	2	3	2	2
Over 8 but under 12 weeks .....	1	( <sup>1</sup> )	( <sup>1</sup> )	1
12 weeks .....	79	76	79	81
Over 12 but under 16 weeks ....	4	6	5	2
16 weeks .....	1	1	1	1
Over 16 but under 26 weeks ....	3	5	4	2
26 weeks .....	3	3	2	3
Over 26 but under 52 weeks ....	( <sup>1</sup> )	( <sup>1</sup> )	1	( <sup>1</sup> )
52 weeks .....	1	1	1	1
Over 52 weeks .....	1	1	( <sup>1</sup> )	1
Varies <sup>2</sup> .....	2	1	3	1
Average weeks .....	13.2	13.8	13.0	13.0

<sup>1</sup> Less than 0.5 percent.

<sup>2</sup> The maximum number of weeks available was included in the distribution of unpaid family

leave weeks.

NOTE: Because of rounding, sums of individual items may not equal totals.

**Table B15. Percent of full-time employees receiving unpaid family leave by duration of benefits, State and local governments, 1994**

Duration	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Number with unpaid family leave (in thousands) .....	11,983	5,312	3,288	3,383
Total with unpaid family leave .....	100	100	100	100
Under 12 weeks .....	1	1	1	1
12 weeks .....	67	64	72	68
Over 12 but under 16 weeks ....	1	( <sup>1</sup> )	1	1
16 weeks .....	1	1	1	( <sup>1</sup> )
Over 16 but under 20 weeks ....	2	3	( <sup>1</sup> )	3
20 weeks .....	( <sup>1</sup> )	( <sup>1</sup> )	( <sup>1</sup> )	-
Over 20 but under 24 weeks ....	( <sup>1</sup> )	( <sup>1</sup> )	-	-
24 weeks .....	( <sup>1</sup> )	1	( <sup>1</sup> )	( <sup>1</sup> )
Over 24 but under 28 weeks ....	5	7	1	4
Over 28 but under 32 weeks ....	2	4	( <sup>1</sup> )	1
Over 32 but under 48 weeks ....	2	2	4	1
Over 48 but under 96 weeks ....	13	14	14	12
Over 96 weeks .....	5	4	5	7
Varies <sup>2</sup> .....	6	6	6	5
Average weeks .....	27.9	27.2	25.4	31.4

<sup>1</sup> Less than 0.5 percent.

<sup>2</sup> The maximum number of weeks available was included in the distribution of unpaid family leave weeks.

NOTE: Because of rounding, sums of individual items may not equal totals. Dash indicates no employees in this category.

**Table B16. Percent of full-time employees by sick leave provision provided at selected periods of service, medium and large private establishments, 1993**

Sick leave policy <sup>1</sup>	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Number provided annual sick leave (in thousands) .....	18,627	6,582	5,882	6,163
Total provided annual sick leave <sup>1</sup> .....	100	100	100	100
Sick leave days by minimum length-of-service requirement <sup>2</sup>				
After 1 year of service:				
Under 5 days .....	6	2	3	12
5 and under 10 days .....	41	30	48	45
10 and under 15 days .....	37	49	32	31
15 and under 30 days .....	8	10	10	5
30 and under 60 days .....	2	3	1	1
60 and under 120 days .....	1	2	1	1
120 and under 180 days .....	1	2	1	1
180 days or more .....	( <sup>3</sup> )	1	( <sup>3</sup> )	( <sup>3</sup> )
After 5 years of service:				
Under 5 days .....	5	2	3	10
5 and under 10 days .....	39	27	44	45
10 and under 15 days .....	36	46	32	30
15 and under 30 days .....	5	7	5	4
30 and under 60 days .....	5	6	4	4
60 and under 120 days .....	5	6	8	3
120 and under 180 days .....	2	4	2	2
180 days or more .....	( <sup>3</sup> )	1	( <sup>3</sup> )	( <sup>3</sup> )
After 10 years of service:				
Under 5 days .....	5	2	3	10
5 and under 10 days .....	39	27	43	45
10 and under 15 days .....	36	45	32	30
15 and under 30 days .....	4	7	4	2
30 and under 60 days .....	4	4	5	3
60 and under 120 days .....	7	7	8	5
120 and under 180 days .....	3	6	2	2
180 days or more .....	1	1	1	( <sup>3</sup> )
After 15 years of service:				
Under 5 days .....	5	2	3	9
5 and under 10 days .....	39	27	43	46
10 and under 15 days .....	35	45	31	30
15 and under 30 days .....	5	7	5	3
30 and under 60 days .....	3	2	4	3
60 and under 120 days .....	6	7	6	5
120 and under 180 days .....	5	8	4	3
180 days or more .....	1	1	2	( <sup>3</sup> )
After 20 years of service:				
Under 5 days .....	5	2	3	9

See footnotes at end of table.

**Table B16. Percent of full-time employees by sick leave provision provided at selected periods of service, medium and large private establishments, 1993 — Continued**

Sick leave policy <sup>1</sup>	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Sick leave days by minimum length-of-service requirement <sup>2</sup>				
After 20 years of service:				
5 and under 10 days .....	39	27	43	46
10 and under 15 days .....	35	45	31	30
15 and under 30 days .....	5	7	4	2
30 and under 60 days .....	3	2	4	2
60 and under 120 days .....	6	6	6	5
120 and under 180 days .....	5	8	3	3
180 days or more .....	2	2	3	1
After 25 years of service: <sup>4</sup>				
Under 5 days .....	4	2	2	7
5 and under 10 days .....	40	27	44	48
10 and under 15 days .....	35	45	31	30
15 and under 30 days .....	4	6	4	2
30 and under 60 days .....	3	2	4	2
60 and under 120 days .....	5	5	6	4
120 and under 180 days .....	6	10	4	3
180 days or more .....	2	2	3	1

<sup>1</sup> Employees receiving partial pay only or no sick leave in their early years of service were included in the overall percentage of workers provided sick leave; however, they are disregarded in computing the distributions by length of service up to the service period at which they become eligible for full sick leave pay.

<sup>2</sup> Employees either are granted a specific number of days after completion of the indicated length of service, or accrue days during the next

12-month period. The total number of days are assumed available for use immediately upon completion of the described length-of-service interval.

<sup>3</sup> Less than 0.5 percent.

<sup>4</sup> Provisions were virtually the same after longer years of service.

NOTE: Because of rounding, sums of individual items may not equal totals. Dash indicates no employees in this category.

**Table B17. Percent of full-time employees by sick leave provision provided at selected periods of service, small private establishments, 1994**

Sick leave policy <sup>1</sup>	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Number provided annual sick leave (in thousands) .....	15,286	3,678	5,997	5,611
Total provided annual sick leave <sup>1</sup> .....	100	100	100	100
Sick leave days by minimum length-of-service requirement <sup>2</sup>				
After 1 year of service:				
Under 5 days .....	13	7	11	17
5 and under 10 days .....	56	50	62	53
10 and under 15 days .....	25	34	21	23
15 and under 30 days .....	2	5	2	1
30 and under 60 days .....	1	2	2	1
60 and under 120 days .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
120 and under 180 days .....	1	( <sup>3</sup> )	( <sup>3</sup> )	1
After 5 years of service:				
Under 5 days .....	11	6	10	16
5 and under 10 days .....	55	49	61	53
10 and under 15 days .....	25	33	21	24
15 and under 30 days .....	3	4	2	2
30 and under 60 days .....	2	4	2	1
60 and under 120 days .....	2	2	3	1
120 and under 180 days .....	1	1	( <sup>3</sup> )	1
180 days or more .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	-
After 10 years of service:				
Under 5 days .....	11	6	10	15
5 and under 10 days .....	53	49	59	50
10 and under 15 days .....	26	33	22	25
15 and under 30 days .....	3	5	3	3
30 and under 60 days .....	1	3	1	1
60 and under 120 days .....	2	3	2	2
120 and under 180 days .....	1	1	1	1
180 days or more .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	-
After 15 years of service:				
Under 5 days .....	11	6	10	15
5 and under 10 days .....	53	49	59	50
10 and under 15 days .....	25	33	20	24
15 and under 30 days .....	4	5	5	4
30 and under 60 days .....	1	3	1	1
60 and under 120 days .....	2	2	2	1
120 and under 180 days .....	2	2	2	2
180 days or more .....	( <sup>3</sup> )	( <sup>3</sup> )	1	-
After 20 years of service:				
Under 5 days .....	11	6	10	15
5 and under 10 days .....	53	49	59	50
10 and under 15 days .....	25	33	20	24

See footnotes at end of table.

**Table B17. Percent of full-time employees by sick leave provision provided at selected periods of service, small private establishments, 1994 — Continued**

Sick leave policy <sup>1</sup>	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Sick leave days by minimum length-of-service requirement <sup>2</sup>				
After 20 years of service:				
15 and under 30 days .....	4	5	5	4
30 and under 60 days .....	1	2	1	1
60 and under 120 days .....	1	2	2	( <sup>3</sup> )
120 and under 180 days .....	2	2	2	3
180 days or more .....	( <sup>3</sup> )	( <sup>3</sup> )	1	-
After 25 years of service: <sup>4</sup>				
Under 5 days .....	11	6	20	15
5 and under 10 days .....	53	48	59	50
10 and under 15 days .....	25	33	20	24
15 and under 30 days .....	4	5	5	4
30 and under 60 days .....	1	2	1	1
60 and under 120 days .....	1	1	2	( <sup>3</sup> )
120 and under 180 days .....	3	3	2	3
180 days or more .....	( <sup>3</sup> )	( <sup>3</sup> )	1	( <sup>3</sup> )

<sup>1</sup> Employees receiving partial pay only or no sick leave in their early years of service were included in the overall percentage of workers provided sick leave; however, they are disregarded in computing the distributions by length of service up to the service period at which they become eligible for full sick leave pay.

<sup>2</sup> Employees either are granted a specific number of days after completion of the indicated length of service, or accrue days during the next

12-month period. The total number of days are assumed available for use immediately upon completion of the described length-of-service interval.

<sup>3</sup> Less than 0.5 percent.

<sup>4</sup> Provisions were virtually the same after longer years of service.

NOTE: Because of rounding, sums of individual items may not equal totals. Dash indicates no employees in this category.



**Table B18. Percent of full-time employees by sick leave provision provided at selected periods of service, State and local governments, 1994**

Sick leave policy <sup>1</sup>	All employees	Professional, technical, and related employees	Clerical and sales employees	Blue-collar and service employees
Number provided annual sick leave (in thousands) .....	11,880	5,253	3,237	3,390
Total provided annual sick leave <sup>1</sup> .....	100	100	100	100
Sick leave days by minimum length-of-service requirement <sup>2</sup>				
After 1 year of service:				
Under 5 days .....	( <sup>3</sup> )	-	-	( <sup>3</sup> )
5 and under 10 days .....	9	8	10	9
10 and under 15 days .....	72	73	66	76
15 and under 30 days .....	18	19	20	14
30 and under 60 days .....	1	( <sup>3</sup> )	4	( <sup>3</sup> )
60 days or more .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
After 5 years of service:				
Under 5 days .....	( <sup>3</sup> )	-	-	( <sup>3</sup> )
5 and under 10 days .....	8	7	10	8
10 and under 15 days .....	70	72	63	74
15 and under 30 days .....	20	20	22	17
30 and under 60 days .....	1	( <sup>3</sup> )	4	( <sup>3</sup> )
60 days or more .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
After 10 years of service:				
Under 5 days .....	( <sup>3</sup> )	-	-	( <sup>3</sup> )
5 and under 10 days .....	8	7	10	8
10 and under 15 days .....	68	70	63	71
15 and under 30 days .....	21	22	22	19
30 and under 60 days .....	1	( <sup>3</sup> )	4	( <sup>3</sup> )
60 days or more .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
After 15 years of service:				
Under 5 days .....	( <sup>3</sup> )	-	-	( <sup>3</sup> )
5 and under 10 days .....	8	7	10	8
10 and under 15 days .....	68	70	63	71
15 and under 30 days .....	21	22	22	19
30 and under 60 days .....	1	( <sup>3</sup> )	4	-
60 days or more .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	1
After 20 years of service: <sup>4</sup>				
Under 5 days .....	( <sup>3</sup> )	-	-	( <sup>3</sup> )
5 and under 10 days .....	8	7	10	8
10 and under 15 days .....	68	70	63	71
15 and under 30 days .....	21	22	22	19
30 and under 60 days .....	1	1	4	( <sup>3</sup> )
60 days or more .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	1

<sup>1</sup> Employees receiving partial pay only or no sick leave in their early years of service were included in the overall percentage of workers provided sick leave; however, they are disregarded in computing the distributions by length of service up to the service period at which they become eligible for full sick leave pay.

<sup>2</sup> Employees either are granted a specific number of days after completion of the indicated length of service, or accrue days during the next

12-month period. The total number of days are assumed available for use immediately upon completion of the described length-of-service interval.

<sup>3</sup> Less than 0.5 percent.

<sup>4</sup> Provisions were virtually the same after longer years of service.

NOTE: Because of rounding, sums of individual items may not equal totals. Dash indicates no employees in this category.